



## City of Austin - JOB DESCRIPTION



### Austin Energy Power Delivery Trainer

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(50) Para-Prof
<b>Class Code:</b>	10377	<b>Salary Grade:</b>	ZP2
<b>Approved:</b>	November 19, 2001	<b>Last Revised:</b>	January 24, 2008

#### Purpose:

Under general direction, responsible for developing, delivering and assessing technical training programs for skilled craft positions.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Conduct technical training modules and/or workshops related to electrical systems, or equipment
2. Formulate teaching outline and determine instructional methods
3. Evaluate and provide technical training on new and existing standards
4. Confer with engineering and standards development professionals to develop new training modules when practices or materials are changed
5. Perform field inspections to ensure trainee compliance with design, engineering and construction standards
6. Develop process to test competency of skilled craft workers on regular intervals
7. Participate in selection or development of technical training aids such as handbooks, demonstration models, visual aids or computer tutorials
8. Schedule training programs and maintain records
9. Interpret and explain City policies, procedures, codes, specifications and ordinances

#### Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, work assignments, evaluation, training, and guidance to others.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of transmission and distribution design and construction standards
- Knowledge of Departmental and OSHA regulations
- Knowledge of related codes and standards
- Knowledge of basic training and learning principles
- Knowledge of instructional systems design methods
- Knowledge of city practice, policy, and procedure.
- Skill in oral and written communication
- Skill in handling multiple tasks and prioritizing.
- Skill in handling conflict and uncertain situations.
- Skill in data analysis and problem solving.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to read and interpret plans, maps and written specifications
- Ability to perform field investigations to ensure standards compliance
- Ability to train others.
- Ability to quickly recognize and analyze irregular events.
- Ability to establish and maintain effective communication and working relationships with city employees and the public.

#### Minimum Qualifications:

- Graduation from High School or equivalent, plus eight (8) years experience in a field related to the job, two (2) years of which were at the Journeyman level.

#### Licenses and Certifications Required:

- Valid Texas Class C Drivers License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.